

**Study Session & Business Meeting (Tuesday, June 14, 2016)**

Generated by Shelley R Shelton on Wednesday, June 15, 2016

**Members present**

Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**Excused**

Member McKay Jensen

**Staff present**

Keith Rittel, Superintendent; Gary Wilson, Assistant Superintendent; Stefanie Bryant, Business Administrator; Anne-Marie Harrison, Executive Director of Teaching & Learning; Jason Cox, Executive Director of Human Resources; Alex Judd, Executive Director of Teaching & Learning; Shelley Sheton, Executive Assistant; Todd McKee, THS Principal; Caleb Price, Communications & PR Coordinator

**Guests**

Christy Giblon & Kathy Giles, Provo Education Assoc., Jean Jones & Debbie Larson, Provo Education Support Professionals; Lani Quisenberry, IHS Principal; Braley Dodson, Herald Extra; Jeff James, Energy Conservation Specialist; Rebecca Wright, Cenergistic

**Meeting called to order at 5:03 PM****1. 5:00 - 7:00 p.m. Study Session****Procedural: A. Welcome: President Julie Rash****Procedural: B. Roll Call****Report: C. Construction Update: Mark Wheeler, Facilities Director**

Timeline updates:

- Sunset View:
  - demo of old building begins July 5.
  - district maintenance staff will begin closeout weekend of Aug. 3.
  - Landscaping will be done two months after school starts.
- RC:
  - Parking lot demo is occurring
  - teachers move in Aug. 3
  - July 13 custodial & maintenance will begin work.
  - Walls come down July 18 at earliest.
- Admin/Board tour Aug. 1. The media is invited.
- Finished carpet project at Franklin. Painting door & frames at Dixon.
- IHS - HVAC upgrade will begin shortly.
- District custodial audit OS1 - score was 86/100 at Sunset View; IHS 86/100; THS 90/100
- Auditors compared to U of Texas, usually #1 in nation.

**Report: D. Cenergistic Report: Jeff James, Energy Specialist**

## Energy Conservation Program Update

Energy Cost avoidance to date:

\$1,201,636/21.6%/21 months into energy program

Total energy costs Apr - March 2013-2014 / 2015-2016

Electric - \$1,635/\$1,419

Natural gas - \$560 / \$348

Water and Irrigation - \$182 / \$206

Misc. - \$113 / \$182

kWh Consumption Trend April - March 2013-2014 / 2014-2015 / 2015-2016

MMbtu Consumption Trend April - March 2013-2014 / 2014-2015 / 2015-2016

kWh Consumption April 2013 / April 2016 -\$8,000

MMBtu Consumption April 2013 / April 2016 --\$23,200

## Energy Cost Analysis

Expected Energy Cost

Actual Cost

Special Savings

Program Savings

Savings Percentage

## Energy Program Environmental Impact

Greenhouse reduction (metric tons) CO2

## Energy Program Success

Success Factors

Teamwork

Data Analysis

Energy Conservation and Comfort

Comprehensive facility audits

## Program Benefits and Features

Budget

Environmental

Self-funding program

Comfort

Longevity

Teamwork:

Special thanks to:

school board

community

electricians

Custodians  
 teachers  
 principals/staff  
 maintenance staff

#### Facilities Staff Recognition

Ben Holyoak - Maintenance manager, THS  
 Jeff Sanford - Maintenance manager, PHS  
 Dora Baca - Head custodian, Westridge

Rebecca Wright from Cenergistic presented the Energy Excellence Award to the Board

### **Discussion, Information: E. Independence High School Proposed Adjusted Quarter Start Dates: Lani Quisenberry, Principal**

- Each quarter grades for PHS and THS post a week after the quarter ends. Independence teachers begin teaching concepts for the next quarter and students from the comprehensive high schools arrive a week late. Independence teachers either spend time to catch those students up on the concepts, or hesitate to begin teaching more difficult concepts because of the delay in student enrollment.
- A proposal has been made to move the start date for IHS 2nd – 4th quarters back a week in order to improve this situation. The table below shows the date changes as well as difference in number of school days each quarter.
- 1st quarter would be particularly longer but there is a benefit, in that Independence could spend some time the first week with targeted orientation including procedures and skills development for students to prepare for the coming year. Although a shorter version of orientation would be shared with students in the remainder of the year, the majority of students would have the expanded experience, and could then help provide a model for future incoming students.
- This change could help with graduation rates since students won't be behind at the beginning. It takes a couple of extra days to exit the home school
- Member Shannon Poulsen requested a report on the staggered graduation dates between THS and PHS. Todd will prepare a report.

### **Discussion, Information: F. Sale of Surplus Land: CUE: Stefanie Bryant, Business Administrator**

- Utah State Code requires the Board to approve the sale of real estate owned by the District.
- Negotiations pertaining to the sale of 1.44 acres located at 1170 South 350 East have been finalized. A final purchase and sale agreement has been negotiated and agreed to between the District and the buyer. The sale of said property is outlined in a separate agreement and REPC contract attached.
- Utah State Code 53A-2-403 requires a school district that sells surplus property under this part to use proceeds from the sale only for bond debt reduction or school district capital facilities.
- The property has been properly surplus by the Board according to Utah Code 53A-2-402,403 at the October 13, 2015 board meeting.
- Legal description: Parcel 22:022:0069 Commencing North 200.28 feet and then East 742.27 feet from the South West COR. SEC. 7 T7S R3E SLB&M.; North 0 Degrees 50' 0" East 297.71 feet; North 89 Degrees 55' 40" East 210.02 feet; South 0 Degrees 50' 0" West 299.75 feet;

North 89 Degrees 30' 50" West 210 feet to beginning. Area 1.440 acres

- Devyn Dayley is working with CUE to get financial aspect set up. Accounting Director
- District Administration recommends the Board approve the sale of said property.

### **Information: G. Final FY16 Budgets and Tentative FY17 Budgets**

- By June 22 of each year the Board must adopt a budget for the upcoming year and approve the final budget for the current year. However, if the Board elects to to through Truth in Taxation to increase the available tax levy, the due date for the upcoming year's adopted budget is extended to August 22. The budget should support the goals and objectives of the organization, be balanced and prudent.
- In efforts to be open, transparent, and accountable to the public, the District has adopted a goal of annually obtaining the Meritorious Budget Award from both the Government Financial Officers Association (GFOA) and the Association of School Business Officials (ASBO), which represents national excellence in the budgeting process. This award has been achieved by the District for eight consecutive years.
- By statute, the Board must be presented the budget by June 1; the Board must hold a public hearing on the budget; notice of the public hearing must be advertised at least ten days before the hearing, and the Board must adopt a budget before June 22 unless Truth in Taxation is undertaken. In the event Truth in Taxation is undertaken, statute allows for approval and public hearing to occur by August 22.
- The FY17 budgets were presented at the May 24th study session and are tentative budgets until the public hearing takes place in August. The tentative budgets shall be used by the District until such hearings occur in order to facilitate the need to continue day to day operations. They contain additional detailed information which the board will also be approving with the adoption of the budget (capital improvement project list, fund balance transfers, etc.).
- The FY16 final budgets were presented at the board meeting of May 24th study session, and are ready for board approval at the business meeting.
- District administration recommended the Board approve the tentative FY17 budgets, and the Final FY16 budgets.

### **Discussion, Information: H. FY17 Large Purchase Requests: Stefanie Bryant, Business Administrator**

- Non-recurring purchase requests over \$50,000 must have pre-approval from the Board of Education.
- Transportation's current replacement plan for buses includes the purchase of 3 buses in FY17. Three bids were requested, two vendors responded; the submitted bids are attached. The cost of 1 bus is \$125,499. Clean diesel buses are being purchased; propane was investigated, but due to maintenance concerns and the model of bus needed, propane was not selected. The buses that will be retired from the fleet are 1994 and 1996 models.
- Curriculum will be purchasing the 3-6 Reading adoption in the amount of \$466,499. The board was presented details on the process for determining and bidding the selected curriculum at the May 10, 2016 board meeting. Approval of the purchase could not be made until the June 14 meeting when the budgets are also approved for the upcoming fiscal year.
- Staff recommended the board make a motion to approve the purchase requests for \$376,497 for three replacement buses and \$466,499 for a the reading curriculum adoption. Motion language was included on the business meeting tab.

## **Discussion, Information: I. Negotiated Agreements: Stefanie Bryant, Business Administrator; Jason Cox, Exec. Director of HR**

- The Board recently reviewed and now needs to accept/approve the Negotiated Agreements as presented by the District Administrative Team for both the certified and classified bargaining associations
- Recently, the Administrative Team and the Provo Education Association and Education Support Professionals Association agreed upon benefits, working conditions and compensation for the 2016-2017 school year. Both associations have since ratified their agreement by a vote of the body of members.
- Final negotiated agreements were attached, and any financial terms have been included in the FY17 budgets.
- District Administration recommends the Board move to approve the negotiated agreements for the 2016-17 school year.

Jason Cox, Executive Director of HR, thanked Ms. Bryant and both employee associations. HR and employee associations are preparing joint statements.

## **Discussion: J. Policy Review: Keith Rittel, Superintendent**

### **Policy 4420 Grading and Progress Reports:**

- The policy Included statements related to class syllabi being posted on teacher's page of the school website. Also included statement that grades are issued on regular basis in to PowerSchool in grades 7-12 on weekly basis.
- "D" grades will be permitted.
- Grading scale will go into procedure.
- "D grades will be permitted in accordance with Policy 4425 Credits and Transcripts" will be deleted.
- Training for principals will take place in the fall.
- Sample course syllabi will be reviewed by council.
- District Instructional Strategies Committee will draft the procedure in the fall.

### **Policy 6115 Advertising on School Buses**

- Bill states policy must in place prior to ads being added to buses. Ads must be right size, etc.
- Ads promoting energy drinks such as Red Bull, etc., would not be accepted since they wouldn't fit in with the Wellness Policy.
- Ms. Bryant will draft accompanying procedures.
- Yellow Bus Media will look at route, etc. to determine how many buses ads would be added to.
- Ms. Bryant will sign the contract upon approval.

## **Discussion, Information: K. Consent Calendar Review & Questions: President Julie Rash**

### **Information: L. Upcoming Google Calendar Items**

Add demo/ tour dates of RC/SV

**Action: M. Motion to Adjourn**

I move we adjourn the study session.

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

The study session was adjourned at 6:33 p.m.

**2. 7:00 p.m. Business Meeting**

Procedural: A. Welcome: President Julie Rash

7:01 p.m.

**Procedural: B. Roll Call**

Excused: McKay Jensen

**Procedural: C. Opening Remarks: Member Taz Murray****Procedural: D. Pledge of Allegiance: Dr. Todd McKee****3. Community Connections****Procedural: A. Public Input**

There was no public input

**4. Business Items****Action: A. Approve Policies**

1. I move that we approve new policy 4420 Grading and Progress Reports with the agreed upon language changes that occurred during the board's study session.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

2. I move that we approve new policy 6115 Advertising on School Buses.

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**Action: B. Approve Tentative FY2017 Budget and Final FY16 Budget**

I move we approve the final fiscal year 2016 working budgets, and the tentative fiscal year 2017 budgets. Final fiscal year 2017 budget shall be approved at the August 9, 2016 Board business meeting.

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**Action: C. Approve 3-6 Reading Curriculum**

I move we approve the 3-6 reading curriculum adoption for FY17 in the amount of \$466,499.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**Action: D. Approve Bus Purchase**

I move we approve the purchase of 3 replacement buses in the amount of \$376,497.

Motion by Shannon Poulsen, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**Action: E. Approve Sale of CUE property**

I move we approve the sale of 1.44 acres of land, with the legal description as noted in the meeting minutes, in the amount of \$265,000 to Central Utah Enterprises as part of the separation agreement.

Motion by Taz Murray, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**Action: F. Approve Negotiated Agreements**

I move we approve the 2016-17 negotiated agreements for the Provo City School District Education Association, and the Education Support Professional Association.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

**5. Consent Calendar**

Action (Consent), Minutes: A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

Minutes: B. May 10 Study Session & Business Mtg.

Minutes: C. May 24 Study Session

Action (Consent), Report: D. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray  
Action (Consent), Report: E. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray  
Action (Consent), Report: F. Financial Reports as Part of the Consent Calendar

Resolution: I move we approve the financial reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

### **Action (Consent): G. Approve the Consent Calendar**

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

### **6. Board Member Reports**

#### **Report: A. Member Taz Murray**

Reported on the functions of the Audit Committee, on which he serves with Members Shannon Poulsen and Jim Pettersso .

1. Fundraising
2. Travel reimbursements - findings indicated some minor items needed to be cleaned up. Accounting Director Devyn Dayley was commended for her work.
3. Trustlands fund expenditures

Member Murray complimented Supt. Rittel on the selection of the new Timpview High School Principal. He commended Supt. Rittel for running a good and clean process with a very good result. Two interview groups made up of teachers, admins, parents, district staff interviewed the final candidates.

Member Shannon Poulsen thanked Dr. Todd McKee, outgoing THS principal for his excellent work. Dr. McKee is the newly appointed Executive Director of Secondary Education for the district.



President Julie Rash thanked Supt. Rittel for getting the right people for key positions in the district.

## **7. Superintendent's Report**

### **Report: A. Approved Student Travel**

Dixon Leadership Conference was approved on a one-time basis. Will come before the board for approval in Feb. each year from here on out. Middle school travel is not automatically approved.

THS Boys Basketball Team to USU was received today; both Dr. McKee and Fidel Montero, new THS principal, will ensure the forms are submitted correctly and in a timely manner in the future.

### **Report: B. UHSAA Letter: 2016 4A State Boys' Tennis Champions**

## **8. Adjourn**

### **Action: A. Motion to Adjourn**

I move we adjourn the business meeting.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

The business meeting was adjourned 7:28 p.m.